
Compliance and Training Officer

Workers Compensation Division

Job Announcement Code: 15-04235

[Printable Job Announcement](#)

Deadline

February 8, 2016

Salary Information

Starting salary is \$34,984 per year, plus excellent benefits. This classification is in pay schedule-range 05-13. A six-month probationary period is required.

Introduction

Join the Department of Workforce Development for the opportunity to help build the workforce to move Wisconsin forward! The Division of Workers Compensation is currently recruiting individuals with to apply for a Compliance and Training Officer (Consumer Protection Investigator) position. This position is located in downtown Madison in close proximity to a variety of food, music and merchandise venues. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>. DWD offers an exciting place to work with an excellent benefits package (see <http://etf.wi.gov/careers/benefits.htm>), a casual office environment, flexibility, a variety of work schedules, and many opportunities to develop and grow your skills.

Job Duties

In this role, you will provide monitoring, investigative, and enforcement services for Wisconsin's WC program in order to ensure broad compliance with the statutory claims handling requirements of s. 102 Wis. Stats. and DWD 80 Admin. Code; enforce compliance with the WCD's electronic reporting mandate by ensuring that claims adjusters at insurance carriers, third party administrators and self-insured employers have the necessary access to the WCD's two electronic reporting applications; coordinate the WCD's biannual training workshop and monthly training sessions (when scheduled), which serve to educate claims adjusters in Wisconsin claims handling requirements and compliance; design and run the training session for The Pending Reports Internet application; maintain insurance carrier, third party administrator, self-insured employer, and claim handle office records.

In addition, you will handle incoming correspondence and Supplemental Reports; ensure complex claims are fully and accurately paid, required claim information and reports are submitted, and claim records for payment of disability are maintained.

Required Knowledge, Skills and Abilities

Excellent analytical and problem solving skills; knowledge of Excel; knowledge of information gathering/research techniques; customer education and training skills with ability to interact with

diverse populations; excellent oral and written communications skills; conflict resolution and interpersonal communications and relations skills.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or LKBJobs@dwd.wi.gov.

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

TRANSFER PROCESS: If you are a current classified employee in Wisconsin State Civil Service and your classification is in the same, counterpart or higher pay range of this position OR have reinstatement eligibility to such a position, please submit a resume and cover letter describing your qualifications as they relate to this position, and current classification and pay range to Alexandra Camarao; DWD/HRS; 201 E. Washington Ave; P.O. Box 7946; Madison, WI 53707-7946 or email to ACCJobs@dwd.wi.gov no later than 11:59 PM on the deadline date. We encourage you to verify your eligibility prior to applying as a transfer candidate; ineligible candidates will not be considered.